



Department of Defense DIRECTIVE

NUMBER 5120.14

July 15, 1997

ASD(FMP)

SUBJECT: Defense Advisory Committee on Women in the Services (DACOWITS)

References: (a) DoD Directive 5120.14, subject as above, April 3, 1987 (hereby canceled)
(b) Appendix of title 5, United States Code
(c) DoD Directive 5105.4, "Department of Defense Federal Advisory Committee Management Program," September 5, 1989
(d) Section 552b of title 5, United States Code

1. REISSUANCE AND PURPOSE

This Directive reissues reference (a), and updates the organization and staffing structure of the DACOWITS.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, (including the Coast Guard when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation), the Chairman of the Joint Chiefs of Staff, and the Defense Agencies. The term "Military Services" as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

3. ORGANIZATION

3.1. Pursuant to the authority vested in the Secretary of Defense, there is hereby reconstituted within the Department of Defense, the DACOWITS, which is subject to reference (b) and reference (c).

3.2. Executive Committee. The DACOWITS includes an Executive Committee made up of at least eight members. Executive Committee membership is drawn from the Committee membership at large and is selected by the DACOWITS Chair. The Executive Committee consists of the Chair, Vice Chair, three Subcommittee Chairs, three Subcommittee Vice Chairs and other officers the DACOWITS Chair deems advisable.

3.3. Subcommittees. The DACOWITS consists of three subcommittees:

3.3.1. Equality Management.

3.3.2. Forces Development and Utilization; and,

3.3.3. Quality of Life.

The Chair and Vice Chair of each subcommittee shall represent the subcommittee during Committee sessions and are responsible for developing programs to accomplish objectives established by the Executive Committee.

4. MEMBERSHIP

4.1. Composition. The Committee is composed of 30 - 40 civilian members selected on the basis of an equitable representation of professions, fields of interest, and geographical distribution. Members must be U.S. citizens, and are selected without regard to race, creed, gender, national origin, age, marital status, or physical disability. Currently serving DoD military and civilian personnel are not eligible for Committee membership. Members of the National Guard or Reserves are not eligible for DACOWITS membership. Both the National Guard and the Reserves are represented by Military Representatives and Service Liaisons to the Committee.

4.2. Appointments. Members appointed by the Secretary of Defense serve as individuals and not as official representatives of any group or organization with which they may be affiliated. Nominees for appointments shall be evaluated for potential conflicts of interest. The term of membership is normally three years, with approximately one-third of the membership rotating off the Committee annually. Exceptions to term length must be approved by the Secretary of Defense on the recommendation of the Assistant Secretary of Defense for Force Management Policy (ASD (FMP)) and the Under Secretary of Defense for Personnel and Readiness (USD (P&R)). At the invitation of the Secretary of Defense, a member may remain on the

Committee beyond expiration of term until the completion of a special project or for a specified period of time.

4.3. Nominations. Upon request of the ASD (FMP), nominations for membership on the Committee may be submitted to the DACOWITS office by the White House, Members of Congress, the Military Services, DoD officials, other Federal Agencies, and third year members of DACOWITS. Personal petitions shall be referred to the appropriate Military Service or appropriate Federal office.

4.4. Chair. The Secretary of Defense annually designates a member of the Committee to serve as Chair for one calendar year. A Vice Chair may be selected by the Chair and may represent the Committee in the absence of the Chair. The Chair will speak for the Committee on administrative matters and on positions on which the Committee has reached consensus.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall provide oversight of the Committee.

5.2. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall support the DACOWITS by assigning Military Representatives and Service Liaisons to the DACOWITS. Military Representatives shall provide information at meetings and conferences, and assist the members in clarifying issues and identifying a direction for future policy review. Military Representatives are selected by each Service Personnel Chief and by the ASD(FMP), and shall be assigned to a specific subcommittee by the DACOWITS Executive Director. Each Service should be represented by two line officers in grade O-6 or above, and one enlisted member in grade E-9 (grade exceptions must be approved by the Executive Director). Because DACOWITS addresses many healthcare issues, each Military Department shall also designate a medical department Service member, normally from the Nurse Corps, to serve as a Military Representative. Service Liaisons shall serve as the primary point of contact to the DACOWITS staff office. Each Department and the ASD(FMP), under the USD(P&R), shall select one officer in grade O-3 or O-4 as a Service Liaison (grade exceptions must be approved by the Executive Director).

5.3. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall designate two senior Service

members (enlisted or officer), one to represent the National Guard and one to represent the Reserves, as Military Representatives.

5.4. The Chairman of the Joint Chiefs of Staff shall designate one officer as a Military Representative.

5.5. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall designate a medical department Service member to serve as a Military Representative.

6. FUNCTIONS

6.1. The DACOWITS:

6.1.1. Provides the Secretary of Defense, through the ASD(FMP) and USD(P&R), and the Executive Director, assistance and advice on matters about women in the Services, and recommends measures to ensure effective utilization of Service women.

6.1.2. Communicates to the public the need for and the role of women as an integral part of the Armed Forces, encourages public acceptance of military service as a citizenship responsibility and as a career field for qualified women, and provides a valuable communication link between the Armed Forces and the civilian communities.

6.1.3. Represents military women's viewpoints, requirements and perceptions to the Secretary of Defense, military leadership, Congress, and the American public.

6.1.4. Conducts at least two formal meetings of the entire membership annually, with the presence of a majority of the members constituting a quorum. All sessions shall be open to the public, unless exempted by 5 U.S.C. Appendix (reference (b)), which incorporates the standards in 5 U.S.C. 552b (reference (d)). Issues shall be deliberated in subcommittee sessions, and parliamentary voting procedures shall be used to determine the following issues: "Recommendations," "Requests for Information," and "Continuing Concerns." Conference proceedings shall be published.

6.1.5. Conducts quarterly Executive Committee meetings to prepare for conferences and to construct goals and strategies. Executive Committee meetings shall be open to the public, unless exempted by 5 U.S.C. Appendix (reference (b)), which incorporates the standards in 5 U.S.C. 552b (reference (d)).

6.1.6. Conducts annually an overseas installation visit by the Executive Committee to visit installations and to meet with military personnel. The itinerary for the trip is approved by the Secretary of Defense. An overseas installation report shall be forwarded to the Secretary of Defense.

6.1.7. Conducts installation visits to commands within the United States. Visits by individual members are arranged through the designated DACOWITS staff member, who coordinates the visit with the installation and with the respective Service Liaison. Members shall submit installation visit reports to the DACOWITS office for appropriate distribution.

6.1.8. Submits an end of year report. Annually the Chair submits to the Secretary of Defense a written report of key issues. The report shall be forwarded to the Secretary of Defense within one month of completion of the Chair's term.

6.2. The Military Services shall:

6.2.1. Assign Military Representatives to DACOWITS who are expected to attend all DACOWITS conference events and Executive Committee meetings and be familiar with the issues under review by the Committee and/or subcommittee.

6.2.2. Assign Service Liaisons to DACOWITS. The Service Liaison is responsible for his or her Service's coordination of all Requests for Information (RFI) generated at conferences and meetings. Additionally, the Service Liaison coordinates installation visits between DACOWITS members and host commands. The Service Liaisons assist DACOWITS staff and the supporting Service, as necessary, to carry out the functions of the Committee at all formal DACOWITS events.

6.2.3. Provide conference support. All DACOWITS conferences are hosted by the OSD. The Military Services shall provide and fund key and essential administrative and logistical support to DACOWITS conferences on a rotating basis. Such support shall be coordinated by the DACOWITS staff office. Six months before the conference, the DACOWITS office shall send the supporting Service a list of administrative and logistical requirements, to include personnel augmentation support requirements for the DACOWITS office.

6.2.4. Respond to RFIs and recommendations generated at conferences and Executive Committee meetings in a timely manner as determined in the formal requests to the Services. The Services should also provide a respondent to address questions related to the issues at these forums when requested by the DACOWITS

office. Respondents will normally be the subject matter expert or author of the data provided.

7. ADMINISTRATION

7.1. The Committee reports to the ASD(FMP), with functional responsibilities under the Executive Director.

7.2. The ASD(FMP) shall designate a Federal Government officer to act as the Executive Director who shall have authority to approve or call each meeting, approve the agenda, and attend each conference or meeting of the Committee and any subcommittee. The Executive Director shall have the authority to adjourn any conference or meeting of the Committee or any subcommittee, or close any such meeting in accordance with 5 U.S.C. Appendix (reference (b)), which incorporates the Standards in 5 U.S.C. 552b (reference (d)).

7.3. The ASD (FMP) provides such personnel, facilities, and other administrative support necessary for the performance of the Committee's functions.

7.4. The members of the Committee serve without compensation, but will be allowed transportation and per diem instead of subsistence and other expenses. The DACOWITS travel funds shall be allocated to a cost account code separate from other ASD(FMP) allocations. All other functions shall be funded through Washington Headquarters Service. When appropriate, ASD(FMP) shall request official representational funds. The budget shall be internally controlled by DACOWITS and audited for compliance with applicable management controls.

8. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John P. White", is written over a series of horizontal lines.

John P. White
Deputy Secretary of Defense